



NEW HAMPSHIRE RACING AND CHARITABLE GAMING COMMISSION

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Bingo Monthly Financial Report Instructions

Page 1, BMFR-1

Organization ID #: Enter your organization's ID number. This is the number that was issued to your organization when it was approved. This number can be found on the license.

Organization Name: Enter the name of the charitable organization that is licensed for the approved bingo game dates.

Playing Address: List the street name, city and state where the bingo games were held.

Period Ending: Enter the month/year ending date for the month in which you are reporting.

License #: Enter the license number that was assigned to your organization for the month in which you are reporting. This number can be found on the license.

Number of Games: List the number of bingo games that you were licensed for during the month in which you are reporting.

Line 1, Game Dates: Enter the date for each licensed game date.

Line 2, Attendance: Enter the number of players in attendance for each game date on this line.

Line 3, Regular Games: Enter the revenue for each game date on this line (regular games shall not include WTA's and other sales).

Line 4, Other Sales: Enter any other sales for each game date on this line; other sales consist of sale of daubers and other items, raffle sales, food sales, gift certificate sales, etc. Include on this line the prize amount provided by the Commercial Hall (other sales shall not include WTA's and regular games).

Line 5, Winner-Take-All Game #1 Collections: Enter the total WTA collections for each game date on this line for WTA game #1.

Line 6, Winner-Take-All Game #2 Collections: Enter the total WTA collections for each game date on this line for WTA game #2.

Line 7, Winner-Take-All Game #3 Collections: Enter the total WTA collections for each game date on this line for WTA game #3.

Line 8, Winner-Take-All Game #4 Collections: Enter the total WTA collections for each game date on this line for WTA game #4.

Line 9, Total Winner-Take-All Collections: Total line 5 through line 8; enter total on this line.

Line 10, Total Carryover Coverall Collections: Enter the total carryover coverall amount collected for each game date. This total is carried over from line 3 of page 3, Monthly Carryover Coverall Report.

Line 11, Total Revenues: Total lines 3, 4 and 9; enter total for each game date on this line.

Line 12, Regular Games & Door Prizes Paid by Charitable Organization: Enter the total regular games and door prizes paid by the charitable organization for each game date.

Line 12a, Prize Amount Provided by Commercial Hall (\$500 game date max.): Enter the prize amount provided by the Commercial Hall for each game date.

Line 12b, Total Regular Games & Door Prizes Paid (\$4,000 game date max.): Take line 12 and add line 12a; enter total on

this line. The total for each game date cannot exceed \$4,000 (all prizes tokens or awards used, given, offered or awarded shall be included in this amount).

Line 13, Total Winner-Take-All Prizes Paid: Take line 9 and subtract 14%. The 14% is comprised of the 7% tax and the 7% reimbursement fee; enter total on this line.

Line 14, 7% Winner-Take-All Tax: Take line 9 and multiply by 7%; enter on this line.

Line 15, Bonus Winner-Take-All Gross Prize Amount: Enter gross bonus WTA prize amounts on this line.

Line 16, Bonus Winner-Take-All Prizes Paid: Take line 15 and subtract 7%; enter total on this line.

Line 17, 7% Bonus Winner-Take-All Tax: Take line 15 and multiply by 7%; enter on this line.

Line 18, Carryover Coverall Prizes Paid: Enter the amount of the carryover coverall prizes paid on this line (consolation prizes and/or jackpot). This total comes from line 10 of page 3, Monthly Carryover Coverall Report.

Line 19, 7% Carryover Coverall Tax: Take line 18 and multiply by 7%; enter on this line.

Line 20, Bingo Service Fee(s): Take line 33a from page 2 and enter total on the last game date of the month on this line; this total gets carried over to the Totals /Grand Totals column on this line. For organizations licensed for more than five game dates in the reporting month, this information should be reported on the second sheet (sheet containing games six +).

Line 21, Total Other Bingo Expenses: Enter the total from each game date for other bingo expenses (i.e. rent, license fees, member reimbursement, supplies, etc.).

Line 22, Total Bingo Expenses: Add lines 12b, 13, 14, 16, 17, 20 and 21; enter total on this line.

Line 23, Carryover Coverall Prize Summary: Take lines 18 and 19 and subtract from line 10; enter total on this line.

Line 24, Net Bingo Profit/Loss: Take line 11 and subtract total from line 22; enter total on this line.

Line 25, Net Lucky 7 Profit/Loss: Take line 11 from page 1 of the Lucky 7 Monthly Financial Report and enter on this line. For organizations licensed for more than five game dates in the reporting month, this information should be reported on the second sheet (sheet containing games six +).

Line 26, Net Profit/Loss to Organization: Take line 24 and add line 25; enter total on this line.

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Line 27, Game Dates: Enter the date for each licensed game date.

Line 28, Cash: Enter total prizes paid in cash for each game date on this line.

Line 29, Check: Enter total prizes paid by check for each game date on this line.

Line 30, Totals: Add lines 28 and 29 of each column; enter totals of each column on this line.

Line 30a, Total Prizes Paid: Add totals of each column of line 30; enter total here. For organizations licensed for more than five game dates in the reporting month, enter your final total on this line of the second sheet (sheet containing games six +).

Line 31, Card: List the Number of Cards Awarded, Value, and Total Value for cards awarded as free plays.

Line 31a, Strip: List the Number of Strips Awarded, Value, and Total Value for strips awarded as free plays.

Line 31b, Package: List the Number of Packages Awarded, Value, and Total Value for packages awarded as free plays.

Line 31c, Grand Total: Add Grand Totals from lines 31, 31a and 31b; enter total on this line.

Line 32, Name and Address of Licensed Distributor(s): List the name and address of any person, partnership, corporation or other entity from whom equipment used at the licensed games was rented or leased. For organizations licensed for more than five game dates in the reporting month, this information should be reported on the second sheet (sheet containing games six +).

Line 33, Name and Address of Person/Entity Receiving Service Fee(s): List the name and address of, and the fee paid to any person, or business entity who provided consulting, accounting, management, or other similar services to the organization for the operation of bingo. For organizations licensed for more than five game dates in the reporting month, this information should be reported on the second sheet (sheet containing games six +).

Line 33a, Total Service Fee(s): Enter the total of all service fees on this line.

Line 34, Subtotal of Prizes Paid by Check: Enter the total of prize amounts paid by check; carry this subtotal to Line 34a, Subtotal Carryover.

Line 34a, Subtotal Carryover: Carry subtotal from first box, Line 34, over to second box, line 34a Subtotal Carryover; enter subtotal on this line.

Line 34b, Total: Total all prize amounts paid by check.

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Organization ID #: Enter your organization's ID number. This is the number that was issued to your organization when it was approved. This number can be found on the license.

Organization Name: Enter the name of the charitable organization that is licensed for the approved bingo game dates.

Line 1, Game Dates: Enter the date for each licensed game date.

Line 2, Beginning Carryover Coverall Prize Balance: Enter the amount that is carried forward from the previous game date.

Line 3, Carryover Coverall Collections: Enter the amount collected for each game date. The amount in the "Total" column should equal line 10 of page 1, Bingo Monthly Financial Report.

Line 4, 7% Carryover Coverall Tax: Take line 3 and multiply by 7% and enter on this line. The amount in the "Total" column should equal line 19 of page 1, Bingo Monthly Financial Report.

Line 5, 7% Game Reimbursement Fee: Take line 3 and multiply by 7%; enter on this line. If this amount is transferred to the Bingo & Lucky 7 account, also include the amount on line 4 of page 1, Other Sales, on the Bingo Monthly Financial Report.

Line 6, Carryover Coverall Prize Pool: Subtract line 4 and 5 from line 3; enter amount here.

Line 7, Subtotal Carryover Coverall Prize Balance: Add line 2 to line 6; enter amount here.

Line 8, Carryover Coverall Prizes Paid (Jackpot): Enter the jackpot prize amount paid for each game date.

Line 9, Carryover Coverall Prizes Paid (Consolation): Enter the consolation prize amount paid for each game date.

Line 10, Total Carryover Coverall Prizes Paid: Add line 8 to line 9; enter amount here and carry the amount in the "Total" column to line 18 of page 1, Bingo Monthly Financial Report.

Line 11, Ending Carryover Coverall Prize Balance: Subtract line 10 from line 7; enter amount here. This amount will be the Beginning Carryover Coverall Prize Balance for the next successive game date.

Line 12, Member List: List the names and addresses of the members of the organization who operated the licensed game dates. If applicable, enter the amount each member was reimbursed for their out-of-pocket expenses. For organizations licensed for more than five game dates in the reporting month, this information should be reported on the second sheet (sheet containing games six +).

Line 13, Prepared By/Title: The preparer of the report signs on this line, along with their title.

Line 14, Chairperson (print name): Print the name of the organization's chairperson here.

Line 15, Signature: The organization's chairperson signs their name and enters the date here.

Line 16, Treasurer (print name): Print the name of the organization's treasurer here.

Line 17, Signature: The organization's treasurer signs their name and enters the date here.

Lucky 7 Monthly Financial Report Instructions

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Organization ID #: Enter your organization's ID number that was given to your organization once it was approved. This number can be found on the license.

Organization Name: Enter the name of the charitable organization that is licensed for Lucky 7.

Playing Address: List the street name, city and state where Lucky 7 tickets were sold.

Period Ending: Enter the month-ending date of the Lucky 7 license.

License #: Enter the license number for the month you are reporting for. This number can be found on the license.

Line 1, Gross Revenue: Enter the total revenue for the month on this line; this is the **actual** revenue taken in for the month.

Line 2, Total Prizes Paid: Enter the total of all prizes paid for the month on this line. This amount is taken from Page 2, Column L, line 30.

Line 3, Net Profit: Subtract line 2 from line 1; enter amount on this line.

Line 4, Cost of Deals Sold: Enter the total cost of deals sold during the reporting month; this amount does not include the pull tab and/or bag fee for each deal.

Line 5, Pull Tab Fee Paid: Enter the total pull tab fee paid for boxed deals purchased during the reporting month.

Line 6, Bag Fee Paid: Enter the total bag fee paid for bagged deals purchased during the reporting month.

Line 7, License Fee: Enter the Lucky 7 license fee paid for the month.

Line 8, Lucky 7 Service Fee(s): Total line 13 and enter amount on this line.

Line 9, Other Expenses: Enter the total of other Lucky 7 expenses (i.e. machine rental, member reimbursement, postage, etc.).

Line 10, Total Lucky 7 Expenses: Total lines 4, 5, 6, 7, 8 and 9; enter amount on this line.

Lines 11, Net Lucky 7 Profit/Loss: Subtract line 10 from line 3; enter amount on this line. If applicable, enter this amount on line 24 of the Bingo Monthly Financial Report.

Line 12, Name and Address of Licensed Distributor: List the name and address of the distributor(s) from whom the lucky 7 tickets were purchased.

Line 13, Name, Address and Amount Paid for Service Fee(s): List the name and address of, and the fee paid to any person, or business entity who provided consulting, accounting, management, or other similar services to the organization for the operation of lucky 7. Enter total amount on line 8.

Line 14, Prizes Totals: List totals of prizes paid by cash or check; this is your **actual** prizes paid in the reporting month.

Line 15, Prizes Paid by Check: List all prizes paid by check. Add all and total on bottom line.

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List inventory and deal costs for all boxed deals of pull-tab tickets in the first section of page 2, lines 1 through 24. Enter the total for each column onto line 25. List inventory and deal costs for all bagged deals of pull-tab tickets in the second section of page 2, lines 26 through 28. Enter the total for each column onto line 29.

Column A, Form #: List the form number for each lucky 7 ticket in your inventory.

Column B, # of Deals in Beginning Inventory: List the number of full deals in your beginning inventory for each form number, i.e. the number of full deals on hand before selling any full deals in the reporting month.

Column C, # of Deals Purchased: List the number of deals purchased in the reporting month for each form number.

Column D, # of Deals in Ending Inventory: Enter the number of deals left in your inventory at the end of the reporting month.

Column E, # of Deals Sold: Add Columns B and C, then subtract Column D; enter totals here. This is the number of full deals sold for each form number.

Column F, Cost Per Deal: List the actual cost per deal for each form number. This number does not include the pull-tab and/or bag fee.

Column G, Beginning Inventory: Multiply Columns B and F; enter totals here. This is the cost of deals in your beginning inventory.

Column H, Cost of Deals Purchased: Multiply Columns C and F; enter totals here. This is the cost of your purchased deals.

Column I, Ending Inventory: Multiply Columns D and F; enter totals here. This is the cost of deals in your ending inventory.

Column J, Cost of Deals Sold: Multiply Columns E and F; enter totals here. This is the cost of deals sold.

Column K, Prizes Paid on One Deal: Enter the total amount of prizes paid on one deal for each form number.

Column L, Total Prizes Paid: Multiply Columns E and K; enter totals here. Line 30 of this Column should equal Line 2 on Page 1.

Line 30, Total line 25 plus 29: Add lines 25 and 29; enter totals here.

Line 31, Prepared By: Enter the name of the authorized official that has completed the Bingo Financial Report for the date stated on Page 1. **Title:** Please enter the title of the person that has completed this form.

Line 32, Chairperson (print name): Print the Chairperson's name on this line.

Line 33, Signature: The Chairperson shall sign this form here. **Date:** Enter that date that the chairperson signed this form.

Line 34, Treasurer (print name): Print the Treasurer's name on this line.

Line 35, Signature: The Treasurer shall sign this form here. **Date:** Enter the date that this form was completed by the treasurer.

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List the names and addresses of the members of the charitable organization who participated in the sale of Lucky 7 tickets. If applicable, also include any amount reimbursed to any participating member.